

Bay County 4-H Advisory Council

By laws

Michigan State University Extension is an equal opportunity provider and employer.

In order to develop, promote and execute a 4-H club program in Bay County that is open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status, etc. the Bay County 4-H Advisory Council here within states its purposes, aims and objectives.

ARTICLE I - NAME

Section 1

The name of this advisory Council shall be “Bay County 4-H Advisory Council”.

ARTICLE II - OBJECTIVES

Section 1

a) The primary objective of this Advisory Council shall be to serve in an advisory capacity to the MSU Extension staff, suggesting means and ways which will promote a better 4-H Youth Program in Bay County.

b) Act as governing body to the Bay County 4-H Youth Program as a whole.

c) The Advisory Council shall help plan, promote, and execute Bay County 4-H programs and events.

ARTICLE III - MEMBERSHIP

Section 1

Membership in this Advisory Council shall be as follows:

- a. Twelve (12) local Bay County 4-H leaders with no more than three (3) representatives from each district. Each holding a three (3) year rotating term. In the event that all twelve (12) positions are not filled, then those interested in said available position/s would come before Council for interview and voting.
- b. One (1) member at large (1 year term) (need not be 4-H leader) will be elected by Council.
- c. Four (4) teen members (1 from each district) (1 year term) (must be 13 & over.)
- d. The MSU Extension staff as ex-officio members.
- E. No more than one (1) adult leader from same household.

Section 2

Bay County 4-H Advisory Council members shall be elected by the leaders and teen leaders present at the September district meetings. Each year one (1) member from each district shall be elected for a three (3) year term as a Advisory Council member. For districts in which there results a vacancy of (teen members/leaders) those willing to serve on the Advisory Council shall be present at September district meetings so a vote can be taken at that time.

Section 3

Four (4) teen members (1 from each district) would be elected to the Advisory Council by the district.

Section 4

After two (2) un-excused absences from Advisory Council meetings, the Secretary will send notification. If said representative does not attend the third meeting, their chair will be declared vacant and said district shall hold a special meeting for the purpose of electing a replacement to finish the term.

ARTICLE IV - OFFICERS

Section 1

(a) The executive committee of this Advisory Council shall consist of: President, Vice President, Secretary, Treasurer.

(b) All officers shall be elected by ballot at the September Advisory Council meeting. Ballots will be counted by MSU Extension staff, then destroyed. In the case of a tie, a teen member will flip a coin to determine the winner. The term of officers shall be for the period of one (1) year starting at the time of Advisory Council organization meeting (October) and closing with the September meeting of the Advisory Council of the following year. No members shall hold the same office of more than two (2) consecutive years.

(c) Officers may serve for two (2) consecutive one-year terms. A past Advisory Council officer may be re-elected after a lapse of one (1) year from the executive office or may continue with unanimous ballot.

(d) If a vacancy occurs in the executive committee, a special election shall be held to elect an officer to fill the unexpired term of the vacant office.

Section 2

At least one (1) MSU Extension - Bay County staff member will be present at each meeting. The MSU Extension staff member shall be an ex-officio member of the Advisory Council. No MSU Extension staff member shall hold an elected office or be elected member to the Advisory Council.

ARTICLE V - QUORUM

Section 1

One-third (1/3) of the membership of the Advisory Council shall constitute a quorum.

ARTICLE VI - AMENDMENTS

Section 1

This Constitution may be amended by a majority vote of the Advisory Council membership provided that notice of proposed amendments was received by the membership at the monthly meeting prior to the vote.

ARTICLE VII - DUTIES OF MEMBERS

Section 1

It shall be the duty of members of this Advisory Council to take part in the 4-H Youth Program whenever possible, to act in whatever capacity they may be called upon, and to strive to uphold the ideals of the Advisory Council to the best of their ability.

Members shall be 4-H leaders with active clubs as outlined by Michigan 4-H Youth Development.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1

The President shall:

- (a) Preside at all meetings of the Advisory Council and the executive committee;
- (b) Be an ex-officio member of all committees;
- (c) Perform such other duties as may be prescribed by these by laws or assigned by the Advisory Council or the executive committee;
- (d) Coordinate the work of the officers and committees, in order that the objectives may be promoted;
- (e) Attend meetings called by the Advisory Council or arrange for duly elected alternate to attend.
- (f) Attend and be an active participant of quarterly meetings of the MSU Extension Advisory Council. If the President is unable to attend, they shall appoint another 4-H Advisory Council representative.

Section 2

The Vice President shall act as aide to the President and shall, in their designated order, perform the duties of the President in the absence or inability of that officer to serve.

Section 3

The Secretary shall:

- (a) Keep an accurate record at all meetings of the Advisory Council and of the executive committee;
- (b) Conduct the correspondence delegated.

Section 4

The Treasurer shall:

- (a) Receive all monies of the Advisory council;
- (b) Keep an accurate record of receipts and expenditures;
- (c) Pay out local funds in accordance with approved budget authorized by the Advisory Council;
- (d) Present a financial statement at every meeting of the Advisory Council and at other times when requested by the executive committee;
- (e) Make a yearly report at the September meeting, and include a budget variance report.

Section 5

The fiscal year of the Council shall begin October 1 and end on the following September 30.

The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive committee at the August meeting.

An audit of the Treasurer's accounts is for the protection of the Treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of the responsibility except in case of fraud. See Robert's Rules of Order Newly Revised, pp. 395-398.

Budget items will be reviewed at the September Council meeting. Council will vote on a new budget at the October meeting.

Section 6

All officers shall:

- (a) Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time;
- (b) Deliver to their successors all official material within fifteen (15) days following the expiration of their term of office.

ARTICLE IX - COMMITTEES

1) County Awards and Scholarship Committee: Responsible for the review and determination of County Award applications and Advisory Council scholarship. The committee will form in October, and will consist of four adult Advisory Council members, one from each district. It is the responsibility of the four adult Advisory Council members to find an adult volunteer from the district they represent to invite them to sit on the committee.

2) Summer Activities Planning Committee: Responsible for the organization and planning of Bay County 4-H summer activities in conjunction with MSU Extension. The committee will form in January, and will consist of at least three adult Advisory Council members and two teen representatives. The Advisory Council will be responsible for planning these events which may include, but are not limited to:

- a) Vegetable Contest
- b) 4-H Family Camp
- c) Youth Bus Trip

3) Awards Banquet Planning Committee: After the Advisory Council chooses a date and theme, the committee will be responsible for organizing the meal, setup, gifts, decorations, entertainment, and cleanup. The committee will consist of a chairperson, co-chairperson, and at least two additional Advisory Council members. The committee will form in October, if more than one person volunteers for the chairperson and/or co-chairperson position, a drawing will occur to determine which member will hold the position.

4) General Committees: Will consist of at least three adult Advisory Council members.

ARTICLE X - MEETING

Section 1

General meetings shall be held the 4th Thursday of every month. November and December meeting dates generally fall on holidays. Because of the holidays, the November and December meetings will be combined and held on a date designated by the general membership no later than the October general meeting.

Section 2

“Special” meetings of the Advisory Council may be held on an order of the President and/or the MSU Extension staff provided each Advisory Council member is notified at least twenty-four (24) hours in advance of meeting. Meetings may also be called by petition of five (5) Advisory Council members to the President.

ARTICLE XI AMENDMENTS TO BY LAWS

Section 1

These bylaws may be amended by a majority vote of the membership of the Advisory Council provided that notice of proposed amendment was received by the membership at the monthly meeting prior to the vote.

ARTICLE XII - EQUAL OPPORTUNITY

Section 1

Membership in the Advisory Council shall not be restricted with regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status, etc.

Section 2

All member of the Advisory Council shall be assured of equal opportunity without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status, etc.

ARTICLE XIII - DISSOLUTION

Section 1

In the event of dissolution of the Bay County 4-H Advisory Council, all monies and assets will revert to Michigan 4-H Foundation to be held for youth in Bay County 4-H Youth Programs.

Adopted January 23, 1992.

Revisions started February 26, 2004.

Adopted February 2005.

Revised and adopted October 2009.

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